**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Special Meeting

**July 31, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday July 31, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**

Chairman Bargen called the meeting to order at 5:35 pm

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** – Executive Director Malzahn called the roll:

Present: Walter Bargen, Stu Davis, Kelly Villanueva, Justin Shattuck, Steve Robbins

Absent: Kim Jorgenson (excused), Neil Docherty (excused), Mayor Joi Kempf

**APPROVAL OF AGENDA**

**MOTION** by Davis, support by Shattuck to approve the agenda with the addition of item 7f. Self-Watering Planter Discussion

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **PUBLIC PARTICIPATION** – none
2. **CORRESPONDENCE** - none
3. **OLD BUSINESS**

**NONE**

**7. NEW BUSINESS**

**7a. MACC Mini Grant – Summer Concert Series**

Executive Director Malzahn reviewed the application that she drafted for a Michigan Arts and Culture Council (MACC) micro grant opportunity. The grant, if awarded, will fund $4,000 in matching grant funds for the 2024 season Summer Concerts.

**MOTION** by Davis, support by Robbins to approve the MACC Grant as drafted by Director Malzahn for submission.

Roll Call: AYES – Davis, Robbins, Villanueva, Shattuck, Bargen

NAYS – none

**MOTION CARRIED 5/0**

**7b. MACC Community Partners Grant – Our Past Creates Our Future – I AM Imlay City**

Executive Director Malzahn reviewed the application that she drafted for a Michigan Arts and Culture Council (MACC) community partners grant opportunity. The grant, if awarded, will fund $10,000 in matching grant funds for an “I AM Imlay City” civic pride initiative. The project will allow for the creation of eighty 2-sided vinyl banners to be displayed in two separate installations. Each banner will feature local artist renderings or historical artifacts. The banners will include a video QR code linked to a You-Tube channel with a narration describing the individual work of art. The intent is to bring awareness of our past and focus on the future of Arts here in Imlay City.

**MOTION** by Bargen, support by Robbins to approve the MACC Grant as drafted by Director Malzahn for submission.

Roll Call: AYES – Bargen, Robbins, Villanueva, Shattuck, Davis

NAYS – none

**MOTION CARRIED 5/0**

**7c. RFP – Professional Services**

The Board reviewed the RFP for Professional Services as drafted by director Malzahn. Submissions in response to the RFP will include professional assistance creating a comprehensive community assessment of the downtown DDA district with the end result being a detailed list of action plans to be implemented as future goals of the Board.

**MOTION** by Davis, support by Villaneuva authorizing Director Malzahn to publish the RFP for Professional Services as drafted.

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**7d. DDA Sub-Committee Creation**

Chairman Bargen led the discussion regarding the need for DDA sub-committees. He would like areas of need identified including but not limited to assisting the market manager and/or director Malzahn. These committees would allow interested volunteers to focus their efforts in specific areas of interest. Director Malzahn reviewed additional meeting packet information on the MainStreet 4-pillars approach that is used in other municipalities. After discussion on who would be responsible to organize and director the efforts of the volunteers it was decided that more information on the 4-pillars approach may be needed.

**NO Board Action Taken**

**7e. 4th Qtr. Budget Ice Cream Social Entertainment**

Director Malzahn is requesting funding for additional entertainment during the August 22nd Summer Concert event. Choice One Bank will be sponsoring the DDA Ice Cream Social with service starting at 6:00 pm. The band for the evening will not be taking the stage until 7:00 pm. Malzahn is suggesting that a clown or magician along with DJ music will help entertain the crowd during that social hour.

**MOTION** by Villaneuva, support by Davis to authorize an amount not to exceed $500 for entertainment expenses at the August 22nd Ice Cream Social event.

Roll Call: AYES –Villanueva, Davis, Robbins, Shattuck, Bargen,

NAYS – none

**MOTION CARRIED 5/0**

**7f. DDA Owned Self-Watering Planter Pots**

Several parties have approached Director Malzahn expressing interest in purchasing some of the self-watering pots that are not being utilized for seasonal flowers. The pots are currently in storage in the old DPW facility and will need to be moved or disposed of due to the pending sale of the property. Villaneuva suggested that the pots be donated to local organizations such as the FHA and asked Director Malzahn to investigate options.

**MOTION** by Davis support by Villaneuva to table item until next month.

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **PUBLIC PARTICIPATION** – none
2. **BOARD MEMBER COMMENTS**
3. **ADJOURNMENT**

**MOTION** by Shattuck, support by Davis to adjourn the meeting at 6:33 pm

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday August 14, 2023, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christine Malzahn, DDA Executive Director

DDA APPROVED: 08-16-2023

CITY COMMISSION APPROVED: